



# County of Los Angeles CHIEF EXECUTIVE OFFICE

Kenneth Hahn Hall of Administration  
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<http://ceo.lacounty.gov>

WILLIAM T FUJIOKA  
Chief Executive Officer

June 29, 2010

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**DEPARTMENT OF PUBLIC WORKS:  
LENNOX LIBRARY AND COMMUNITY CENTER PROJECT  
ESTABLISH CAPITAL PROJECT; AWARD AGREEMENTS  
SPECS. 7035; CAPITAL PROJECT NO. 77605  
(SECOND DISTRICT) (3 VOTES)**

**SUBJECT**

The recommended actions will establish a new capital project to expand the existing Lennox Library and develop a community center within the Second District, at the site currently occupied by the existing Lennox Library and Sheriff's Station, to address a lack of public services within the unincorporated area of Lennox.

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Find these administrative actions exempt from the California Environmental Quality Act Section 15378(b) of the State Guidelines because the proposed actions are considered a governmental administrative activity exempt from the definition of a project that will not result in the direct or indirect changes to the environment.
2. Approve Capital Project Number 77605 for the proposed Lennox Library and Community Center Project with a total budget of \$8,436,000.
3. Award and authorize the Director of Public Works to execute an agreement with Charles Walton Associates, AIA, to provide architect/engineer design services for the project for a not-to-exceed fee of \$565,000 and to establish the effective date following Board approval.

*"To Enrich Lives Through Effective And Caring Service"*

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Board of Supervisors  
GLORIA MOLINA  
First District

MARK RIDLEY-THOMAS  
Second District

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Third District

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Fourth District

MICHAEL D. ANTONOVICH  
Fifth District

**ADOPTED**

BOARD OF SUPERVISORS  
COUNTY OF LOS ANGELES

#34 JUNE 29, 2010

*Sachi A. Hamai*  
SACHI A. HAMAI  
EXECUTIVE OFFICER

4. Award and authorize the Director of Public Works to execute an agreement with PCR Services, to provide environmental impact assessment services for the proposed project for a not-to-exceed fee of \$66,000 and to establish the effective date following Board approval.

#### **PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

The recommended actions will establish a new capital project, approve the project budget, and authorize the Department of Public Works (Public Works) to proceed with design and environmental impact assessment activities relating to the expansion of the existing library and renovation of the existing space to provide a community center in the unincorporated area of Lennox to address public services needs in the area.

The proposed project is located on a 2.8-acre site that currently houses the existing 4,582-square-foot Lennox Public Library and Lennox Sheriff's Station. Originally, the project was to create a Lennox community building through the refurbishment of approximately 8,000 square feet of existing space at the Lennox site, which would have used prior year net County cost, budgeted within the Fiscal Year (FY) 2009-10 Capital Projects/Refurbishments Budget under Capital Project No. 86910. The community building project was never initiated and has been subsequently cancelled.

Upon further review, the project scope was revised to include expanded facilities as well as refurbishment of existing space. The proposed scope of work includes the following components: an expansion of the public library by 5,400 square feet; renovation of 11,000 square feet of existing space to create a community room and space to accommodate other County offices providing public services; site improvements; and associated parking. Due to the project scope substantially changing with the library's expansion, it was deemed necessary to establish a new capital project within the Capital Projects/Refurbishments Budget to accurately reflect the proposed project.

The existing Lennox Sheriff's Station shall remain on site. Although the majority of Sheriff's services will be relocated to a newly constructed station within the unincorporated area of West Athens in 2010, Sheriff's services will continue to be provided out of the Lennox Sheriff's Station. Future plans to refurbish the existing Sheriff's Station will be accomplished through a separate capital project.

Public Works has completed solicitation processes to obtain an architect/engineer (A/E) to provide the necessary program validation, design, cost estimating, support services, and to obtain a consultant to provide environmental impact assessment services.

The recommended A/E services agreement with Charles Walton Associates, AIA (CWA) will provide design services, and the recommended consulting services agreement with PCR Services (PCR) will provide environmental impact assessment services for the Lennox Library and Community Center Project. Following completion of

the environmental assessment, construction documents, and jurisdictional approvals, we plan to return to your Board to adopt plans and specifications, and advertise for bids to construct the project.

The proposed project will be managed by Public Works. It is anticipated that the project will begin the construction in February 2012 and be completed in September 2013.

### **Sustainable Design Program**

The project supports your Board's policy for Green Building/Sustainable Design Program by using locally manufactured materials, water efficient plumbing fixtures, and energy efficient lighting fixtures with light sensor controls. There will be savings due to a reduction in electricity and water consumption as a result of the sustainable elements included in the design.

### **Implementation of Strategic Plan Goals**

The Countywide Strategic Plan directs the provision of Operational Effectiveness (Goal 1), Children, Family, and Adult Well-Being (Goal 2), and Community and Municipal Services (Goal 3), by investing in public infrastructure that will enhance cultural, recreational, and lifelong learning opportunities for County residents.

### **FISCAL IMPACT/FINANCING**

The total project cost including programming, design documents, consultant services, civic art allocation, construction contract, and the County services, is estimated at \$8,436,000. The Project Schedule and Budget Summary are detailed in Attachment A. As part of the FY 08-09 Final Changes Budget \$321,000 for Furniture, Fixture and Equipment was transferred to Public Library Operating Budget and \$11,000 was transferred to Arts Commission for Civic Art component of the project. Sufficient appropriation is available in FY 2009-10 Capital Projects/Refurbishments Budget - Lennox Library and Community Center Project (C.P. No. 77605) to fully fund the project.

The Lennox Library and Community Center Project (C.P. No. 77605) is funded by \$4,637,000 of Utility Users Tax funding allocated to the Second Supervisorial District, \$3,338,000 in prior year net County cost, \$321,000 in prior year net County cost available in Public Library Operating Budget, and \$140,000 in Extraordinary Maintenance funds for Americans with Disabilities Act (ADA) compliance.

### **Operating Budget Impact**

Based on the proposed scope, Public Library anticipates an increase of \$56,000 in annual ongoing operating costs. The Public Library plans to offset the increased

operating costs through energy savings from sustainable design features and reallocation of Second District Unincorporated Utility tax funds.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The Lennox Sheriff's Station currently has fueling capability on site for its vehicles through aboveground fuel pumps with an underground fuel tank. Routine soil testing has indicated fuel leakage from the underground tank. We are currently working with local jurisdictional agencies to perform further testing to develop a work plan for remediation.

These remediation activities are currently managed by the Chief Executive Office (CEO) and are budgeted separately within the FY 2009-10 Capital Project Budget under C. P. No. 87063. These activities will be performed concurrently with the programming and design phase of the Lennox Library and Community Center Project; however, construction will not commence until remediation activities are completed in accordance with local jurisdictional agency requirements.

Pursuant to your Board's Civic Art Policy adopted on December 7, 2004, the Lennox Library and Community Center Project budget includes one percent of design and construction costs to be allocated to the Civic Art Fund.

### **ENVIRONMENTAL DOCUMENTATION**

It can be seen with certainty that approval of these administrative actions will have no potential environmental impact and accordingly are not subject to the California Environmental Quality Act (CEQA) according to Section 15378(b) of the State CEQA Guidelines.

The appropriate environmental documentation will be provided for your Board's consideration when we return to your Board to adopt project plans and specifications, and advertise for construction bids.

### **CONTRACTING PROCESS**

On February 3, 1998, your Board requested that contract opportunities be listed on the Office of Small Business website. The Environmental Assessment contract opportunity was listed on the website. The architectural services contract opportunity was also listed on the website; however, because the Architectural Evaluation Board (AEB) evaluation process was used, only proposals submitted by AEB preselected firms were accepted. The AEB process was established by your Board to ensure that firms are selected on an equitable and impartial basis to provide design and consultant services. Public Works uses the Doing Business with Us website to offer general consultant

opportunities, and the AEB supplements its business listing of architectural firms from the website information.

On December 16, 2009, the AEB recommended nine firms to be considered for performing the architectural engineering professional services for the project. On January 20, 2009, technical proposals for services were requested from these firms. Eight firms submitted proposals for consideration. The proposals were evaluated by a panel of members from CEO, Public Library, and Public Works based on technical expertise, proposed work plan, experience, personnel qualifications, and understanding of the work requirements. The evaluations were done without regard to race, creed, color, or gender. Based on the review and evaluation of the proposals, CWA was found to be the best qualified to perform these services.

CWA has agreed to provide the recommended architect/engineer services for a not-to-exceed fee of \$565,000. The construction administration portion of the fee will be billed during the construction phase and only after your Board's authorization to proceed with construction. The negotiated fee has been reviewed by Public Works and is considered reasonable for the scope of work.

On February 10, 2010, the environmental assessment contract opportunity was posted on the Office of Small Business website. On March 17, 2010, four proposals were received. The proposals were evaluated by a panel of members from CEO and Public Works based on technical expertise, proposed work plan, experience, personnel qualifications, and understanding of the work requirements. The evaluations were done without regard to race, creed, color, or gender. Based on the review and evaluation of the proposals, PCR was found to be the best qualified to perform these services.

PCR has agreed to provide the recommended environmental assessment services for a not-to-exceed fee of \$66,000. The negotiated fee has been reviewed by Public Works and is considered reasonable for the scope of work.

The contract contains terms and conditions supporting your Board's ordinances and policies, including, but not limited to: County Code Chapter 2.200, Child Support Compliance Program; County Code Chapter 2.202, Contractor Responsibility and Debarment; County Code Chapter 2.203, Contractor Employee Jury Service Program; County Code Chapter 2.206, Defaulted Property Tax Reduction Program; Board Policy 5.050, County's Greater Avenues for Independence and General Relief Opportunities (GAIN/GROW); Board Policy 5.060, Reporting of Improper Solicitations; Board Policy 5.110, Contract Language to Assist in Placement of Displaced County Workers; and Board Policy 5.135, Notice to Contract Employees of Newborn Abandonment Law (Safely Surrendered Baby Law).

Standard agreements, in the form previously approved by County Counsel, will be used.

CWA's and PCR's Community Business Enterprises participation data and three-year contracting history are on file with Public Works.

**IMPACT ON CURRENT SERVICES**

There will be no negative impact on current County services or projects. The Public Library and Sheriff's Department will further evaluate the potential impacts prior to returning to your Board for authorization to implement the project.

**CONCLUSION**

Please return one adopted copy of this Board letter to the Chief Executive Office, Capital Projects Division; and the Department of Public Works, Project Management Division II.

Respectfully submitted,



WILLIAM T FUJIOKA  
Chief Executive Officer

WTF:GF:SK  
DJT:AC:zu

**Attachments**

- c: Executive Office, Board of Supervisors
- County Counsel
- Arts Commission
- Affirmative Action Compliance
- Public Library
- Public Works
- Sheriff's

June 29, 2010

**ATTACHMENT A**

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**I. PROJECT SCHEDULE**

<b>Project Activity</b>	<b>Scheduled Completion Date</b>
Project Program	Completed
Design	
Award Design Contract	06/29/2010
Construction Document Submittal	04/18/2011
Jurisdictional Approval	10/18/2011
Construction Bid and Award	01/17/2012
Construction	
Start Construction	02/13/2012
Substantial Completion	09/12/2013
Library Opening	02/11/2014
Project Acceptance	04/01/2014

## II. PROJECT BUDGET SUMMARY

Budget Category	Project Budget
Land Acquisition	\$0
Construction	
Low Bid Construction Contract	\$4,410,000
Bid Contingency	\$0
Change Orders	\$717,000
Demolition	\$0
Offsite Construction	\$0
Equipment	\$0
Construction Consultants	\$0
Miscellaneous Expense	\$0
Telecomm Equip – Affixed to Building	\$211,500
Civic Arts	\$50,000
Subtotal	\$5,388,500
Programming/Development	\$45,000
Plans and Specifications	\$565,000
Consultant Services	
Deputy Inspection	\$75,000
Site Planning	\$60,000
Hazardous Materials	\$25,000
Geotech/Soils Test	\$40,000
Material Testing	\$35,000
Cost Estimating	\$30,000
Topographic Surveys	\$14,000
Construction Management	\$35,000
Construction Administration	\$0
Environmental	\$66,000
Move Management	\$0
Equipment Planning	\$0
Legal	\$0
Scheduling	\$20,000
Contract/Change Order	\$0
Other	\$0
Subtotal	\$400,000

## II. PROJECT BUDGET SUMMARY *(continued)*

Budget Category	Revised Project Budget
Miscellaneous Expenditures	
Printing	\$20,000
Furniture, Fixtures, and Equipment - Community Center	\$100,000
Furniture, Fixtures, and Equipment - Library	<u>\$591,000</u>
Subtotal	\$711,000
Jurisdictional Review/Plan Check/Permit	
Code Compliance Inspection	\$42,000
County Services	
Code Compliance and Quality Control Inspections	\$250,000
Design Review	\$60,000
Design Services	\$0
Contract Administration	\$55,000
AED Support Services	\$0
Project Management	\$574,500
Project Management Support Services	\$0
Secretarial	\$30,000
Document Control	\$135,000
ISD Job Order Contract Management	\$0
DPW Job Order Contract Management	\$0
ISD ITS Communications	\$0
Project Security	\$0
Project Technical Support	\$70,000
Consultant Contract Recovery	\$85,000
Office of Affirmative Action	\$15,000
County Counsel	\$0
Other	\$10,000
Sheriff Job Order Contract Management	\$
Design Services	<u>\$0</u>
Subtotal	\$1,284,500
<b>Total</b>	<b>\$8,436,000</b>